

CSBG Recovery Act Local Plan

Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.

Submit To:

Department of Community Services and Development
Attention: Community Services Division
P.O. Box 1947
Sacramento, CA 95812-1947

Section I - Agency Information

Agency	Contra Costa County Employment and Human Services Department
Address	2425 Bisso Lane Suite 110
City	Concord, CA 94520

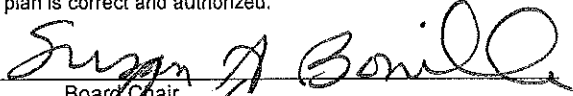
Agency Contact Person Regarding CSBG Recovery Act Local Plan

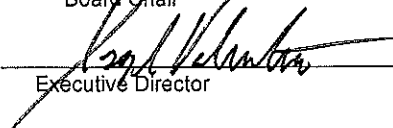
Contact Person	Edward Lerman
Title	Division Manager, Community Action
Phone	925-646-5547
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E-mail Address	elerman@ehsd.cccounty.us

Section II - Certification

- 1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.

The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.


Board Chair


Executive Director

5/6/09
Date

5/6/09
Date

COPY

CSBG Recovery Act Local Plan

Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number 794080957

Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number 4UV74

Section V - Verification of Public Inspection Attached.

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

A) Describe how your agency made this Local Plan available for public inspection.

Posted on agency website Attached

Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

Projects funded by the Recovery Act will be designed for the purpose of stimulating the local economy of Contra Costa County. Funds will be used to support projects that remove barriers to employment by facilitating child care, housing for homeless individuals, and job skills development for at risk youth. The Recovery Act projects proposed for these purposes include: the Community Services Assistant Trainee Program; Employment and Human Services Department Volunteer and Emergency Services; Contra Costa County Summer Youth Employment; Co-Operative Microenterprise Development Program; Contra Costa County Summer Youth Employment; and Richmond Summer Youth Employment Program. This will be accomplished by applying the funds to projects that will create and retain jobs and by projects that create and retain job supports in the form of education and training, and micro-enterprise development.

B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

CSBG Recovery Act Local Plan

The service delivery system for the recovery funds will be a collaborative approach including projects that will be provided as direct services of the Employment and Human Services Department both within the Community Services Bureau and other Bureaus within the agency such as the Workforce Development Board, and by working with other county agencies such as the Health Department and the Department of Conservation and Development. The agency will also collaborate with community based organizations through subcontracts to provide job training and services to support at risk youth. Contra Costa County is the ninth most populous county in California, with a population of over a million people. Eastern Contra Costa County has been the Bay Area's epicenter of the foreclosure crisis with almost 25% of the housing inventory in foreclosure. Joblessness in the poverty pockets of western, central and eastern Contra Costa County is above the statewide average and in the cities of Richmond, Pittsburg, Antioch, and the Monument Corridor of Concord it is at or around 15%. The county has been devastated in the past year by mass layoffs in the mortgage industry, retail sales, and most recently in agencies of the local county government.

CSBG Recovery Act Local Plan

C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

The agency will use ARRA funds to meet the short and long term economic and employment needs of low income residents of Contra Costa County by creating jobs within the Community Services Bureau in such areas as child care, food services, and office technology by creating a Community Service Assistant Trainee program providing pre apprentice training to individuals lacking the basic skills required to find and maintain employment. It will also support funding in existing programs in community based organizations that provide training in technology, and the emerging green economy. This strategy will provide an immediate boost to the local economy in the hardest hit areas of the county and will prepare individuals and families to sustain their self sufficiency by providing them with marketable skills. We will support microenterprise development programs that will provide budding entrepreneurs with the business skills they need to be well positioned to start small businesses as the economy rebounds.

D) Provide a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management and follow up consultations.

As a Bureau under the auspices of the Contra Costa County Employment and Human Services Department, the CSB collaborates and coordinates with Workforce Services, the bureau that manages CalWORKs programs, Aging and Adult Services, Children and Family Services, and the Workforce Development Board. Additionally, key leadership from CSB sits on the Contra Costa County One-Stop Consortium. Examples of this coordination include the co-location of CSB staff at the County Service Integration Team One-Stop Sites, Children and Family Services offices and Workforce Services offices to facilitate the enrollment of clients in the LIHEAP program and the Head Start and Early Head Start Programs, to provide reciprocal referrals, support and information. In addition, CSB works with the Contra Costa Crisis Center, and other stakeholders to maintain and promote the County's 211 line that serves as a rapid response to telephone inquiries regarding the spectrum of social services available to Contra Costa County residents. The Agency also runs the LIHEAP and DoE programs and therefore shares databases with that program as well as those maintained by other Department bureaus. We have Access to CALWIN and CARES social services databases.

E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

CSB facilitates and participates in a number of community collaborations with several organizations that serve low income people. For example, The CSBG program manager is a member of the Contra Costa County East Bay Works One Stop Consortium, the collaborative that operates the County's One-Stop Centers. A consortium of nine community partners operates the One-Stop centers. The partners include:

- o Community College Districts
- o Adult Schools
- o State Employment Development Department (EDD)
- o State Department of Rehabilitation
- o Contra Costa County Community Services Bureau
- o Contra Costa County Community Development Department
- o California Human Development Corporation (CHDC)
- o Job Corps
- o Contra Costa County Employment & Human Services Department (EHSD)

Another example of coordination with public and private agencies is CSB's role on the county's First 5 commission. CSB has an integral role in First 5 Contra Costa. Since the inception of First 5, CSB has had a seat on the commission. The Director of Employment and Human Services, the parent agency of CSB is a First 5 commissioner and the CSBG program manager serves as his alternate, and has a seat on the First 5 Contra Costa Executive Committee.

F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

CSBG Recovery Act Local Plan

Funds will be used to support community and neighborhood based initiatives that either directly create jobs or provide low income residents of the county with job skills and self employment skills. CSB has a strong track record of working cooperatively with community based organizations to fund innovative programs with CSBG dollars. CSB has identified CBO's such as Monument Futures Concord Community Economic Development Organization and Opportunity Junction that have demonstrated success in the areas of microenterprise development and job training.

G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).

The Community Needs Assessment is a multi-phase process that is continuously updated. The CSB Community Action Agency Staff working in concert with Head Start Parents and other client groups are actively engaged in the data collection process. Staff/parents are appraised of needs in multi-service coordination meetings (to revise approaches and stay current in supporting children and families). Regularly scheduled and frequent site based parent meetings are held. Families enrolled in CSB programs are surveyed for program satisfaction and needs. CSB Policy Council and EOC hold Public Hearings to inform the Community Assessment process. Information is shared with the Policy Council on a consistent basis. Parents and families participate actively as collaborative partners in the planning process. The Agency also engages in community assessment activities with other agencies. One example is the Child Care Needs Assessment conducted with The County Office of Education, the Child Care Council Resource and Referral Agency, and the First 5 Contra Costa commission. CSB Staff have participated in Strategic Planning work with First 5 Contra Costa and the Family Economic Security Partnership, a collaboration of government agencies such as the Internal Revenue Service, and Non Profits such as the United Way of the Bay Area.

H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

The Community Services Bureau uses a comprehensive services model for identification and enrollment of eligible individuals. Comprehensive services personnel work in concert with LIHEAP and CalWorks Stage 2 childcare staff, and are cross trained in each other's jobs. They use common databases, COPA for Head Start and Child Development, CalWin and CARES for Stage 2 clients, and EARS and CLASS for the energy programs. As CSB is a bureau within EHSD, identification, eligibility and enrollment is closely coordinated with CalWorks (TANF), SNAP, the Workforce Development Board, and Child Protective Services. The Agency uses the local childcare Centralized Eligibility List administered by the local resource and referral agency for child care eligibility. The program concentrates its services in the eastern, western and north central areas of the County. The western section includes the cities of Richmond, El Cerrito, and San Pablo as well as the unincorporated area of North Richmond. These areas are hardest hit by increases in unemployment and persistent poverty. The north central area includes the densely populated Monument Corridor also experiencing high unemployment and poverty. The eastern cities of Antioch and Pittsburg are heavily industrial and have experienced rapid growth on their suburban and rural periphery. Subgrantees include Stand Against Domestic Violence, Opportunity Junction, California Human Development Corp. of N. Richmond, The County Health Department and many others.

CSBG Recovery Act Local Plan

J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

Education and outreach will be multi-faceted. The Agency will use public service announcements placed in local media outlets. The agency will use its existing infrastructure such as the Head Start Policy Council and site based parent policy committees to inform eligible clients of programs and opportunities funded through ARRA. Additionally the Agency will take advantage of its extensive network of community partnerships to communicate the availability of these opportunities. Both directly operated and subcontracted program services will be featured in department newsletters. Web based technology will be utilized for outreach in the form of websites such as Craigslist. As a county entity we will be able to coordinate mail outs to all Section 8 housing units, to all Cal Works (TANF) recipients, Head Start families, and any other division that works with the low income population. We plan to do on site clinics at local churches and senior citizen communities. We will be contacting the cities of Contra Costa County and numerous non profits, asking them to include news releases in their monthly newsletters. We will be coordinating mailings for the low-income population. We will also participate in on site clinics and local community fairs.

Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

The Community Services Bureau is the energy services provider for Contra Costa County. We therefore have a mutual referral service and share information on program eligible individuals by sharing common databases. The Manager of the LIHEAP and Weatherization Programs attends meetings of the Economic Opportunity Council and the Head Start Policy Council. The managers of the energy provider program and the CSBG program are both members of the Senior Management Team of the Bureau and report directly to the Bureau Director.

B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

The managers of the CSBG program and the LIHEAP program will work closely to coordinate the employment training and job placement of clients. A major component of this plan is the creation of a Community Services Assistant Trainee Program which will recruit clients of the Agency's Head Start and Child Development Programs, Workforce Services Programs, and Child and Family Services Programs for participation in employment training and job placement.

Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

A.1) Project/Activity #1

Title	Community Services Student Worker Program	
Cost	\$350,000	
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 15	<input type="checkbox"/> Retained #

CSBG Recovery Act Local Plan

Description

The Community Services Student Worker program will recruit, hire and train a cohort of eligible county residents. The agency will recruit from its client base of Head Start parents, and other income eligible clients from the Employment and Human Services Department to train in a pre apprenticeship capacity in various units of the department for entry level positions in the fields of early childhood education, food services, office technology and energy efficiency. The program will require participants to be concurrently enrolled in community college or adult school classes to incorporate an educational component. The training period will extend through the course of ARRA funding. While the student worker positions are temporary in nature and coterminous with the end of the ARRA funding, program participants will become eligible for promotional opportunities within the Employment and Human Services Department and in other county departments and in community based organizations and small businesses providing employment opportunities in child care and family services, food services, and office technology.

A.2) Project/Activity #2

Title	Employment and Human Services Department Volunteer and Emergency Services
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Cost	\$50,000
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Est. # of Jobs	<input checked="" type="checkbox"/> Created #	<input type="checkbox"/> Retained # 2
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Description

Volunteer and Emergency Services is a unit of the Employee and Human Services Department. CSBG ARRA funding will be used to leverage other funding to retain the staff positions devoted to this program. This unit supports the activities of VESTIA a community based non-profit that provides safety net services to clients of the Employment and Human Services Department. These jobs would otherwise BE eliminated due to a reduction in workforce necessitated by the County budget deficit. VESTIA provides job supports in the form of clothing (interview attire, emergency clothing for children & adults, coats, and diapers). Staff operates the Ready to Work Clothes Closet; fitting Welfare-to-Work clients with interview clothing and provides job supports in the form or coaching as to appropriate behavior during the interview. V&ES staff also attends EHSD countywide job clubs to assist in clothing potential job seekers. Food distribution is provided in the form of meals through the V&ES food pantries, emergency food boxes, and Safeway food cards, all tracked, maintained, and stocked by V&ES staff.

CSBG Recovery Act Local Plan

A.3) Project/Activity #3

Title

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

A.4) Project/Activity #4

Title

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

A.5) Project/Activity #5

Title

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

B.1) Subcontractor Project/Activity #1

Title Contra Costa County Summer Youth Employment

Subcontractor Contra Costa County Workforce Development Board

Cost \$180,000

Est. # of Jobs

☒ Created #100

☐ Retained #

Description

In partnership with the County Workforce Development Board, CSB will fund the creation of 200 summer jobs for youth in all areas of Contra Costa County outside of the City of Richmond. (Please refer to section B.4 below applying to funding within the City of Richmond which has a separate Workforce Development Board.) In addition to summer work the youth will receive career development skills and case management services from the Workforce Development Board Staff. By engaging the Workforce Development board in this partnership, CSB and WBD will be able to expand the program enrollment by an additional 10 percent.

B.2) Subcontractor Project/Activity #2

Title Co-Operative Microenterprise Development Program

CSBG Recovery Act Local Plan

Subcontractor	Concord Community Economic Development Organization, Michael Chavez Center	
Cost	\$200,000	
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 52	<input type="checkbox"/> Retained #
Description	Microenterprise development training and job creation including Green and Clean Profession House Cleaning, environmentally sustainable domestic cleaning practices, Computer Repair and Technology training, Green Landscaping, Energy efficiency and solar energy installation technology training programs leading to 50 sustainable positions in employee owned business in the new green economy.	

B.3) Subcontractor Project/Activity #3

Title	Opportunity Junction Job Training and Placement Program	
Subcontractor	Opportunity Junction	
Cost	\$200,000	
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 15	<input type="checkbox"/> Retained #
Description	Job training and placement services for low income residents of Contra Costa County. Strong track record of creating sustainable employment. As of December 2008, 396 low-income Contra Costa residents had participated in one or more phases of Opportunity Junction's Job Training & Placement Program. Of those who had completed the both training and internship, 83% had left with jobs. Moreover, the vast majority of these participants stayed employed, with 80% still employed 18 months later. The average starting salary for these alumni was \$27,000 plus benefits and opportunity for advancement.	

CSBG Recovery Act Local Plan

B.4) Subcontractor Project/Activity #4

Title	Richmond Summer Youth Employment Program
Subcontractor	City of Richmond CA
Cost	\$50,000
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 50 <input type="checkbox"/> Retained #
Description	In partnership with the City of Richmond Workforce Development Board, CSB will fund the creation of 50 summer jobs for youth in all areas of Contra Costa County inside the city of Richmond. In addition to summer work the youth will receive career development skills and case management services from the Workforce Development Board Staff.

B.5) Subcontractor Project/Activity #5

Title	Project Yes
Subcontractor	Independent Living Skills Program
Cost	\$120,000
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 76 <input type="checkbox"/> Retained #
Description	<p>Independent Living Skills Program (ILSP) is operating an employment program, called Project YES, for emancipated foster youth to work within Contra Costa County Departments. Project YES supports employment related expenses for all participants, provides mentoring and intensive support to the participants, and serves as a liaison between the participant and hiring County Departments. ILSP currently has a need to fund a dedicated position for Project Yes. Utilizing the ILSP Specialist classification, the Project YES Specialist will serve as the project lead, under the direction of the ILSP Coordinator. This specialist will recruit emancipated foster youth for placement in County positions. It is anticipated that through the Workforce Development Board, 67 foster youth will be employed in Project YES for the summer. This additional funding would allow Project YES to retain some of the positions to continue past the summer for the participants who continue to need full-time employment.</p> <p><input type="checkbox"/> Fund ILSP Specialist for this project – (15 months) June 09 to September 10. \$65,000</p>

B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.

The Agency has recently completed a Request for Proposal for the disbursement of its annual allocation. The department has chosen to work with a number of those organizations that submitted successful bids. Additionally, the Agency has received proposals from community based organizations that offer unique programs within the geographic area identified in the Community Needs Assessment that meet the goals of the ARRA legislation. The Agency's senior management staff has arrived at a consensus that the projects described above fulfill the requirements of ARRA and will positively impact the economy of Contra Costa County. The Agency will issue Requests for Application and then determine a final allocation of funding.

In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.

CSBG Recovery Act Local Plan

C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. ***In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.***

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
1.1 A.B.C .Employment Jobs created or saved from elimination 1.2A obtained preemployment skills training.	Community Services Assistant Trainee Program	The Community Services Assistant Trainee program will recruit, hire a train a cohort of eligible county residents. The agency will recruit from its client base of Head Start parents, and other income eligible clients from the Employment and Human Services Department to train in a pre apprenticeship capacity in various units of the department for entry level positions in the fields of early childhood education, food services, office technology and energy efficiency. The training period will extend through the course of ARRA funding and program participants will become eligible for promotional opportunities within the Employment and Human Services Department and in other county departments and in community based organizations and small businesses providing employment opportunities in child care and family services, food services, and office technology.
1.2 A obtained preemployment skills training.	Contra Costa County Summer Youth Employment	In partnership with the County Workforce Development Board, CSB will fund the creation of 200 summer jobs for youth in all areas of Contra Costa County outside of the city of Richmond. In addition to summer work the youth will receive career development skills and case management services from the Workforce Development Board Staff.
2.1 H Increased educational or training opportunities that are available to low income people in the community 1.2A obtained preemployment skills training.	Opportunity Junction	Job training and placement services for low income residents of Contra Costa County. Strong track record of creating sustainable employment. As of December 2008, 396 low-income Contra Costa residents had participated in one or more phases of our Job Training & Placement Program. Of those who had completed the both training and internship, 83% had left with jobs. Moreover, the vast majority of these participants stayed employed, with 80% still employed 18 months later. The average starting salary for these alumni was \$27,000 plus benefits and opportunity for advancement.
1.2 A. obtained preemployment skills training.	Richmond Summer Youth Employment Program	In partnership with the County Workforce Development Board, CSB will fund the creation of 50 summer jobs for youth in all areas within the city of Richmond. In addition to summer work the youth will receive career development skills and case management services from the Workforce Development Board Staff.

CSBG Recovery Act Local Plan

<p>2.2D Increase in the availability of commercial services within low income neighborhoods. 3.2B Number of low income individuals acquiring businesses in their communities increased as a result of community action.</p>	<p>Co-Operative Microenterprise Development Program</p>	<p>Microenterprise development training and job creation including Green and Clean Profession House Cleaning, environmentally sustainable domestic cleaning practices, Computer Repair and Technology training, Green Landscaping, Energy efficiency and solar energy installation technology training programs leading to 50 sustainable positions in employee owned business in the new green economy.</p>
<p>1.1 A.B.C.Employment Jobs created or saved from elimination</p>	<p>Employment and Human Services Department Volunteer and Emergency Services</p>	<p>Volunteer and Emergency Services is a unit of the Employee and Human Services Department. This unit supports the activities of VESTIA, a community based non-profit that provides safety net services to clients of the Employment and Human Services Department. These jobs would otherwise be eliminated due to a reduction in workforce necessitated by the County budget situation. VESTIA provides clothing (interview attire, emergency clothing for children & adults, coats, and diapers). Staff operates the Ready to Work Clothes Closet, fitting Welfare-to-Work clients with interview clothing and provides information as to appropriate behavior during the interview. V&ES staff also attends EHSD countywide job clubs to assist in clothing potential job seekers. Food distribution is provided in the form of meals through the V&ES food pantries, emergency food boxes, and Safeway food cards, all tracked, maintained, and stocked by V&ES staff.</p>

CSBG Recovery Act Local Plan

1.2 A obtained preemployment skills training.	Project Yes	<p>Independent Living Skills Program (ILSP) is operating an employment program, called Project YES, for emancipated foster youth to work within Contra Costa County Departments. Project YES supports employment related expenses for all participants, provides mentoring and intensive support to the participants, and serves as a liaison between the participant and hiring County Departments. ILSP currently has a need to fund a dedicated position for Project Yes. Utilizing the ILSP Specialist classification, the Project YES Specialist will serve as the project lead, under the direction of the ILSP Coordinator. This specialist will recruit emancipated foster youth for placement in County positions. It is anticipated that through the Workforce Development Board, 67 foster youth will be employed in Project YES for the summer. This additional funding would allow Project YES to retain some of the positions to continue past the summer for the participants who continue to need full-time employment.</p> <p><input type="checkbox"/> Fund ILSP Specialist for this project – (15 months) June 09 to September 10. \$65,000</p> <p><input type="checkbox"/> Provide funding to County Departments who employ Project YES workers \$55,000</p> <p>Project Yes will:</p> <p><input type="checkbox"/> Create 75 new Student worker positions beginning in June 2009 for the Summer Youth Employment Program.</p> <p><input type="checkbox"/> Retain 10 Project YES positions at \$10 hour (10,800 annual) from September 2009-September 2010. Funds would cover 6 months increments.</p>

CSBG Recovery Act Local Plan

D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

None

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

☒ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs. **Yes we will use a portion for Admin.**

☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.

☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.

E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.

CSB will retain 10% of the ARRA allocation for administrative costs. Administrative costs will be supported by employee timesheets, approved cost allocation plan, county expenditure reports, and other relevant fiscal data. Administrative functions such as fiscal, contracts, personnel, and information technology that directly provide support to CSBG Recovery Act programs will be monitored and charged appropriately to the benefitting programs.

Section IX - Required Disclosures

For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

None

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently, active provide the status.

None

Section X - Barriers

For each question in this section, provide information on potential barriers to your agency's success.



Community Services / Resources

Childcare

[Childcare Referral Form \(CSD 620\)](#)

[Head Start / Early Head Start Guidelines](#)

Community Services Block Grant (CSBG)

[2009 CSBG Recovery Act Plan](#)

Comprehensive Services

[Four Steps to Safety](#)

[Proper Vision and Vision Safety](#)

[Child Abuse Prevention Workshop](#)

[Child Abuse and Neglect Video](#)



Energy Assistance

[Home Energy Assistance Program Checklist \(Spanish\)](#)

[Statement of Citizenship \(Spanish\)](#)

[2007 Intake Application \(Spanish\)](#)

[Home Energy Assistance Program Checklist \(English\)](#)

[Statement of Citizenship \(English\)](#)

[2007 Intake Application \(English\)](#)

Information Technology

[CSD Technology Plan](#)

Economic Opportunity Council

[Current EOC Action Plan](#)

[Advisory Application](#)

Other

[Disaster Plan](#)

[Carbon Monoxide Poisoning](#)

Phone Numbers

[Enrollment Hotline](#)

[West County: \(510\) 374-7144](#)